

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C898

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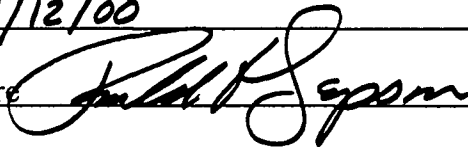
Agency HOWARD COUNTY GOVERNMENT Division/Unit DEPARTMENT OF PUBLIC WORKS, BUREAU OF ENGINEERING, CONSTRUCTION INSPECTION DIVISION

Item No.	Description	Retention
1.	<p><b><u>CONSTRUCTION FILE</u></b></p> <p>A case file consisting of documents and correspondence related to the construction stage of a capital project, which begins with the bidding of the project. Some important documents maintained in this file are:</p> <ul style="list-style-type: none"><li>■ <u>Construction Agreement</u>, official contract executed between Howard County and the contractor.</li><li>■ <u>Change Order(s)</u>, document which sets forth the reason, the cost and the authorization for a change in the contract documents.</li><li>■ <u>Performance Bond</u>, a bond executed between Howard County and the contractor which ensures that the project will be completed by the bonding company if, for whatever reason, the contractor cannot do so.</li><li>■ <u>Insurance Certificates</u>, insurance coverage taken out by the contractor for purposes of unemployment compensation, liability (bodily injury and property damage), and builder's risk.</li><li>■ <u>Bid Proposals</u>, that form of the Contract Documents which sets forth the lump sum of each division or combination of division of that work. A bid proposal from each firm participating in the bidding is included in this file.</li></ul>	<p>Retain permanently Construction Agreement and Change Orders. Forward copy to MSA. Retain all other records for twenty (20) years after completion of project; then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative

Date 1/12/00

Signature



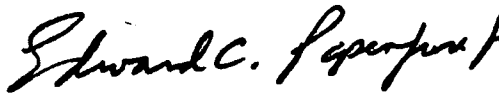
Typed Name Ronald G. Lepson

Title Chief, Bureau of Engineering

Schedule Authorized by State Archivist

Date FEB 03 2000

Signature



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RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

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Agency **HOWARD COUNTY GOVERNMENT**

Division/Unit **DEPARTMENT OF PUBLIC  
WORKS, BUREAU OF ENGINEERING  
CONSTRUCTION INSPECTION  
DIVISION**

Item No.	Description	Retention
	<p><b><u>CONSTRUCTION FILE (continued)</u></b></p> <ul style="list-style-type: none"> <li>■ <u>Affirmative Action Proposal</u>, forms completed by contractor and submitted with bid proposal for projects costing \$25,000 or more. Requires the contractor: "To attempt to achieve the result that a minium of 10 per cent of the total dollar value of the Contract is performed directly or indirectly by minority business enterprise." These forms include: <ul style="list-style-type: none"> <li>▶ Minority Business Enterprise Affirmative Action Certificate</li> <li>▶ Schedule for Participation by Minority Business Enterprises, Contractors/Suppliers.</li> <li>▶ Request for Exception</li> </ul> </li> <li>■ <u>Tabulation of Bids</u>, a form indicating the bid opening date and time, job numbers, institution, and job description. It shows, for each bidder; the base bid, alternatives, days, and amount of bond or certified check.</li> <li>■ <u>Letter of Authorization to Begin Work</u>, sets date from which the time it takes the contractor to complete the project is calculated.</li> <li>■ <u>Other Records</u>, included in this file are: <ul style="list-style-type: none"> <li>▶ Progress Meetings (Conference) Minutes</li> <li>▶ Field Engineer Reports</li> <li>▶ Inspection Reports</li> <li>▶ Correspondence (project-related)</li> <li>▶ Memoranda</li> <li>▶ Etc...</li> </ul> </li> </ul>	<p>Retain permanently - Construction Agreement and Change Orders. Forward copy to MSA. Retain all other records for twenty (20) years after completion of project; then destroy.</p>

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Agency **HOWARD COUNTY GOVERNMENT**

Division/Unit **DPW-CONSTRUCTION INSP**

Item No.	Description	Retention
	<p><b>SUPERCEDES C-566-5</b></p> <p>All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will transferred to MSA on CD stored as "Tif" files with the retrieval software embedded on the CD.</p>	

Schedule Approved by Department, Agency, or  
Division Representative.

Date

Signature

Typed Name **Phyllis L. Pritchett**

Title **Records Management Officer**

Schedule Authorized by State Archivist

Date

**FEB 03 2000**

Signature

*Edward C. Pappas*